

COVID-19 Preventative Steps – Systems of Protection, Control & Response

CBC Services has put effective infection protection and control measures in place in all settings to reduce the risk of transmission, which are outlined below.

These are 'Systems of Control' that, when applied, creates an inherently safer environment, where the risk of transmission of infection is substantially reduced. All managers and staff should adhere to these control measures to ensure the safety of all who access the setting.

All children need to be kept within their bubbles, other important steps to help limit the spread of infection should be implemented, both within the and between Settings where there are shared facilities (e.g. corridors, toilets), as well as protecting staff.

These systems of control include, but are not limited to:

Prevention

- Staff to wear a facemask or face covering when travelling to and from work on public transport.
- Staff do not wear their uniform whilst travelling to and from work, but change into it on arrival.
- All attending the setting; cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- On arrival, temperature checks for all the staff and children to be taken and recorded.
- All staff to practice and encourage good personal and hand hygiene and all times and endorse good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- Cleaning frequently touched surfaces more often than usual, including toys, tables, chairs, intercoms, door plates, light switches, phones and lockers, using standard products, such as detergents, disinfectants and bleach before, during and after each session.
- Remove toys that are difficult to clean.
- Remove all soft toys and unnecessary soft furnishings, such as cushions and rugs.
- Minimise contact and mixing by altering, as much as and where possible, the environment (layout) and timetables (such as allowing for sufficient changeover time to clean the areas between different groups of children and ensuring areas do not become overcrowded)
- No unnecessary staff to attend the setting, only those needed to cater for individual bubbles, consider if additional staff are needed in order to manage Settings/bubbles of children and promote social distancing.
- Encourage children and staff to maintain social distancing where possible, particularly where in close proximity areas for a prolonged period and indoors.

Social distancing reduces risk of transmission and infection, but there will be some situations where it is not possible. This is likely to occur:

- between younger children, who will find preserving consistent distance more challenging in and/or outdoors
- in outdoor activities and sports where children may come into brief but not sustained contact

Where it is not possible for children and staff to maintain social distancing, it is even more important that to implement the other protective measures outlined above, such as frequent cleaning and hand-washing.

- Children to be received and collected from outside the Setting.
- All staff to wear face shield/visor during the handover of children and/or when face to face with parents/carers.
- Children to be signed in and out by staff using their own pen which is not shared with others.
- When the children arrive, the first thing they should do is wash their hands with soap, for a minimum of 20 seconds. Children to be sent one by one, to help maintain social distancing – where possible, keep the children outside until it is their turn to go and wash their hands.
- All settings should have a number of hand wash stations (either bowls with soap and water, or bottles of hand-gel and/or spray) set up at the entrance to the Setting, so that several children at the same time can wash their hands before they go inside.
- Arrange sessions so that they take place outdoors as much as possible.
- If children are indoors, keep windows and doors open to keep the space well ventilated.
- Discourage children from touching each other and avoid activities that would bring children into close proximity for extended periods (e.g. playing inside dens, working together on the same model, reading a book together etc).
- Keep children in their existing small groups/bubbles within the Setting, and discourage the mixing of groups/bubbles.
- Individual groups/bubbles should use the same area of a Setting, as much as possible, throughout the session.
- Encourage children and staff to wash their hands regularly, throughout the session, especially after going to the toilet, before and after eating, after coughing or sneezing.
- Have tissues readily available for use, when sneezing, and dispose of these, in a lidded bin, immediately after use.
- If tissues are not available, children should be encouraged to cough or sneeze into the crook their arm.
- Discourage children and staff from touching their faces.
- Snacks should be taken in rotation or within small groups and or bubbles to prevent children from sitting too close together.
- Where possible, a member of staff should serve food to individual children instead, to reduce the risk of the food from becoming contaminated.
- Reduce the sharing of toys and equipment between groups. Ensure that toys and equipment that are shared between groups can be easily cleaned between use.
- Adapt the arrivals and collection procedure, so parents collect their children from outside the setting. Staff to get children ready for collection from the outside door.

- Don't allow visitors, e.g. delivery drivers to enter the premises.
- Children who live with someone in the vulnerable categories, they should only attend the setting, if stringent social distancing can be adhered to – this may not be possible for very young children or older children who lack the capacity to follow the instructions.
- Make sure staff are aware of the Government guidance to ensure that they are prepared and taken all possible steps to minimise the risk of infection
- Ensure that staff and parents are fully informed of changes to practice, to ensure that new procedures are correctly implemented.

Response

- Staff to be sent home immediately if they are displaying symptoms of Coronavirus. Staff should then follow the current guidelines on isolation (<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>). to self-isolate for no less than 10 days and to contact their manager periodically to let them know whether or not they are displaying symptoms.
 - If a child arrives displaying symptoms of coronavirus, they should be separated from the rest of the children and their parents should be contacted to collect them immediately. If the member of staff caring for this child is not able to maintain a distance of 2 metres, then full personal protective equipment (PPE) should be used – e.g. disposable apron, mask and gloves. These should be disposed of following government guidelines. (<https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste>).
 - During Lockdown Staff should not attend social gatherings of any kind, as this may put themselves, staff and children at risk. If it is found that a member of staff has attended a social gathering within the last seven days, they will be asked immediately to self-isolate for no less than 10 days and to contact their manager periodically to let them know whether or not they are displaying symptoms. If symptoms become present, staff should get advice via NHS Test & Trace to self-isolate. Staff should follow the current guidelines on isolation (<https://www.nhs.uk/conditions/coronavirus-covid-19/selfisolation-and-treatment/when-to-self-isolate-and-what-to-do/>).
 - Out of Lockdown, staff should adhere to Tire Rules and government guidance on social gatherings i.e. Rule of Six.
- Staff and settings to engage with the NHS Test and Trace process
 - Where possible all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.